

INSPIRE PARTNERSHIP MULTI ACADEMY TRUST



TRUST BOARD MEETING MINUTES

DATE:

Thursday, 19 April 2018

TIME:

4.30 pm

LOCATION:

Maypole Centre, Gawthorpe

PRESENT

Chair:	Mr J North	
CEO:	Mrs S Vickerman	
Trustees:	Mr P Arundel	Mr C Gray
	Mrs S Lewis	Mr P Owen
	Mr R Ruffler	
In Attendance:	Mrs T Fallon (COO)	Mrs H Hill (CFO)
	Mrs M Pickles (Deputy CEO)	
Clerk:	Mr P Taylor	
Apologies:	Mrs T Jackson	Mrs M Kay-Brook
	Mr S Tottles	Mr M Turton

ITEM	ACTION
1. APOLOGIES FOR ABSENCE	
Apologies for absence were noted.	
2. MINUTES OF THE MEETING HELD ON 9 JANUARY 2018 AND MATTERS ARISING	
Resolved 22 <i>That the minutes of the meeting held on 9 January 2018, be agreed as a correct record.</i>	
There were no matters arising from the minutes.	
3. DECLARATIONS OF INTEREST	
There were no declarations of interest with respect to the meeting agenda.	
4. GDPR UPDATE AND APPOINTMENT OF DPO	
Mrs Fallon provided an update on the General Data Protection Regulation (GDPR) which was being implemented in May. She reported that five schools had been audited already with the remaining two to be completed. Documentation was being developed to support schools with GDPR processes.	
Trustees noted that the MAT had invested in software for schools to support with compliance and that the MAT was on track to have everything in place.	
Mrs Fallon reported that the MAT needed to have a Data Protection Officer (DPO).	

ITEM	ACTION
<p>She had obtained quotes and recommended that Neil Stott be appointed. Mr Stott had provided very competitive quotes and the work he had already done with the MAT had been very good.</p> <p>Q. Were the quotes received like for like? A. It has been very difficult to get like for like quotes due to the nature of the role and the fact that they are new regulations. The quote from Mr Stott includes a lot is not based on a lesser service than the considerably more expensive quote.</p> <p>Trustees discussed the suitability of Mr Stott for the role and noted his background and the work he had already done with the MAT.</p> <p>Trustees discussed whether the DPO appointment should be a central cost or whether schools should be asked to contribute. It was noted that schools had funded the cost of the new software purchased. The CEO stated that she felt it would be appropriate to cover the cost of the DPO centrally.</p> <p>Resolved 23 <i>That Trustees approve the appointment of Neil Stott as Data Protection Officer;</i> <i>That the cost of the DPO be covered centrally; and</i> <i>That any costs incurred by schools for data breaches will be the individual school's responsibility.</i></p>	
<p>5. SALARY OVERPAYMENT RECOVERY STRATEGY</p> <p>Mrs Hill presented a report on the Payroll Overpayment Recovery Policy. Trustees noted the content of the report and the proposals put forward as a result of some inconsistency in how the policy had been implemented across different schools.</p> <p>Resolved 24 <i>That the MAT Policy is that all overpayments should be recovered with no exceptions.</i></p>	
<p>6. REVIEW OF POLICIES</p> <p>Sickness Absence Management Policy</p> <p>Mrs Fallon reported that a new Wakefield Council model Sickness Absence Policy had been released. This had been reviewed alongside a potential policy from Fusion HR and it was not felt that the Wakefield Council policy met the needs of the MAT. A proposed MAT Policy had been prepared and Mrs Fallon provided a summary of the differences between the proposed Policy and the Wakefield Council model policy. Mrs Fallon recommended that the proposed MAT Sickness Absence Policy be passed to go to consultation with the unions, etc.</p> <p>Trustees noted details of the policies which had been circulated to them with the meeting papers. The proposed policy was discussed and Mrs Fallon provided clarification on certain areas. Mrs Fallon advised that it was hoped that the new policy could be implemented in September 2018. Fusion HR would support with the consultations.</p> <p>Resolved 25 <i>That the proposed draft Inspire Partnership Multi Academy Trust Attendance Management Policy be approved to proceed to consultation.</i></p>	

ITEM	ACTION
<p>7. LOCAL LIVING WAGE SUPPLEMENT</p>	
<p>Mrs Hill reported on updates to the Local Living Wage supplement. She reminded Trustees that the Board had agreed last year to implement the living wage in all MAT schools. A letter had been received from Wakefield Council providing notification of an increase to the Local Living Wage with effect from 1 April 2018.</p>	
<p>8. REPORT FROM FINANCE & AUDIT COMMITTEE TO TRUST BOARD</p>	
<p>The Chair provided feedback from a meeting of the Finance and Audit Committee held prior to the full Board meeting. Items discussed at the meeting included: Minutes of the Previous Meeting, Governance Financial Summary, Trust Budget and NJC Pay Award Update.</p> <p>Mrs Hill provided a summary for all Trustees of the discussions regarding budgets that had been held within the committee meeting.</p> <p>The CEO informed Trustees that the MAT had been successful with a grant application that had been submitted based around increasing the capacity of the CEO and Deputy CEO for school improvement within the MAT. At this point, confirmation of the amount of funding that would be received had not been provided.</p>	
<p>9. APPOINTMENTS AND SETTLEMENT AGREEMENTS</p>	
<p>Mrs Fallon referred Trustees to the settlement agreement agreed at the last meeting of the Board. The MAT had been made aware that the employee had commenced another job prior to the agreed end date in the settlement agreement and was, therefore, in breach of the agreement. Advice received from Fusion HR was that the MAT should not make any payment as a result of this. Mrs Fallon advised that the employee could not go to tribunal but that it was possible they could make a claim to the Small Claims Court. Fusion HR had suggested that to avoid this, it was possible to offer a compromise agreement.</p> <p>Trustees discussed the matter and considered their options.</p> <p>Resolved 26 <i>That Trustees agree that a compromise should not be offered.</i></p>	
<p>10. SCHEME OF DELEGATION</p>	
<p>The CEO reported that she was due to meet with the Chair to review and prepare an updated scheme of delegation.</p> <p>It was noted that training with Mark Coppell, National Leader of Governance, had been held around MAT governance structures. The CEO advised that Headteachers felt positive and clear following the information received from the training. Trustees discussed how Local Governing Bodies were operating and any feedback received from the training and the information shared with governors. It was agreed that the updated scheme of delegation should be prepared for implementation in September 2018.</p>	
<p>11. GOVERNANCE DEVELOPMENT</p>	
<p>Trustees discussed the second meeting that had been held with Mark Coppell, NLG and the information that had been taken from it.</p>	

ITEM	ACTION
<p>The Chair reported on expectations of Trustees. He noted that there were a number of absences at the meeting and stated there was a need for people to commit to attending pre-scheduled meetings where plenty of notice had been provided.</p> <p>A discussion was held around days and times that would best support Trustees in attending future meetings. It was agreed that Tuesdays at 4.30 pm would be the best day and time for all meetings. The Chair stated that a full list of meeting dates for the year would be prepared and presented to the next meeting of the Board. The Chair also advised that it was recommended that the Board should also have a Standards Committee.</p> <p>Resolved 27 <i>That a Standards Committee be formed with the membership comprising of Trustees who are not members of the Finance and Audit Committee.</i></p>	<p>JN</p>
<p>12. DUE DILIGENCE REPORTS</p>	
<p>Trustees noted the content of the Due Diligence documents, which had been circulated in advance of the meeting, relating to:</p> <p>Ackton Pastures Primary Academy (Due Diligence Report); South Hindley J,I & EY School (Due Diligence Action Plan); Gawthorpe Community Academy (Report from Margot D’Arcy’s Review and Action Plan); Girnhill Infants School (Due Diligence Report and Action Plan); Fitzwilliam Primary School (Due Diligence Report).</p> <p>The CEO provided an overview of the main strengths and weaknesses that had been identified and were detailed within the reports.</p> <p>Trustees noted that the MAT was very pleased with the review undertaken by Margot D’Arcy at Gawthorpe. Arrangements would be made to produce a timeline for Margot D’Arcy to complete reviews in each school moving forward.</p>	
<p>13. DFE REVIEW DECISION LETTER</p>	
<p>The Chair reported on a meeting held with Vicky Beer, Regional Schools Commissioner for Lancashire and West Yorkshire. Trustees noted the positive letter received in response to the meeting.</p>	
<p>14. ANY OTHER BUSINESS</p>	
<p>There was no other business to discuss.</p>	
<p>15. CONFIRMATION OF DATE AND TIME OF NEXT MEETING</p>	
<p>The next full meeting of the Trust Board was scheduled to be held at Half Acres Primary Academy on Tuesday, 10 July 2018 at 4.30 pm.</p>	
<p>MEETING CLOSE TIME: 6.00 pm</p>	

Signed below as a true and Correct Record

Signature.....

Print Name.....